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Work experience and the Placements tool

What is work experience and why is it useful?

Work experience is **a short placement to observe and work alongside people in a professional environment**, allowing you to get a glimpse into the world of work.

Work experience is a chance for you to: try out career ideas and rule out options. find out more about your strengths, values, motivations and interests. develop your soft skills, such as teamwork and problem solving and gain an understanding of workplace expectations and professional behaviours.

Learning Outcomes

1. Develop important skills for work and everyday life
2. Gain an understanding of the workplace
3. Build confidence and independence
4. Explore different career opportunities

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What kind of **places** could you complete work experience in?

What kind of things might you **do** during work experience?

What **skills** could you develop on work experience?

What might you **learn** from your work experience?

What else might you get out of doing work experience?

How do you find somewhere to do work experience?

Miss Granger's Year 10 work experience

Miss Granger did work experience in a nursery.

How I found a place:

I searched for local nurseries near me and contacted them by email asking if they would be willing to offer me a placement.

What I did:

I planned and organised activities for the children and helped the staff engage them and keep them safe.

What I got out of it:

It increased my confidence as I had to get the bus on my own there and back, and had to communicate with strangers. It also helped me realise I wanted to work with children.

How do you find work experience?

We can support you, but it's your responsibility to find a placement!

Talk to **local businesses** (e.g. shops, hair salons)

Talk to **local services** (e.g. the library, the council office, museums, etc.)

Talk to **friends and family** who have businesses

Talk to the **clubs** you belong to outside of school (e.g. Scouts, sports teams, etc.)

Talk to local **nurseries and primary schools** (e.g. St Edmundsbury, Guidhall Feoffment, Tollgate Primary)

Talk to the local branch of a **chain company** (e.g. Tesco, Primark, Cineworld)

How do you find work experience

If you know what job you would like to do

Find local companies that employ people to do that job!

If you know which industry you'd like to work in

Find local companies that work within that industry and request to experience/shadow multiple job roles within that company.

If you don't know what you'd like to do

Think about your interests, skills, likes and dislikes and try to think of job roles which will utilise these.

Ask friends, families, teachers, what job role they can imagine you doing.

Log in to UNIFROG and complete the quizzes to explore a list of careers based on your answers!

If you do not know what job you want, or you cannot get your perfect placement, **any experience of the workplace is useful!**

The aim is to give you a broad experience of the workplace, not just give you an experience of your ideal job role, although we hope the two overlap. Having an experience of workplace helps you understand how different organisations operate and what typical workplace routines and expectations involve.

It is the ***student's responsibility*** to source their own work experience placement.

Taking ownership of this process helps students build key life and employability skills such as communication, organisation, independence, resilience and confidence.

Learn how to navigate real-world tasks that mirror future education, training and employment processes.

Responsibility is a vital step in developing mature, capable young people who can confidently manage their own pathways beyond school.

The school is here to **support** students with this process, not complete it for them.

How do you organise work experience?

This is a four-step process using Unifrog's Placements tool:

Step 1

Contact employers via email or letter.



Step 2

Once you've got a place, complete the Placement form on Unifrog.



Step 3

Your employer and parents/caregivers will confirm the placement via email.



Step 4

We approve your placement so you can get started.



Step 1: contact employers via email or letter

Even if you know the employer personally, you should contact them in writing, using formal language.

You need to include:

- The **date** of your work experience: 5-9 July 2027
- **Why** you would like to complete your work experience at this organisation
- What you can **offer** them

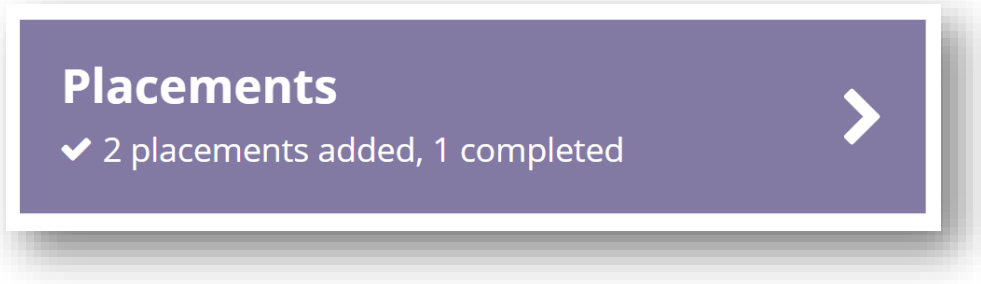
Top tip:
Get someone to proofread your letter/email to help check for typos or any errors.

Why do this?
This will help you practise writing real job applications. It also sets a professional tone for your placement.

Step 2: complete the Placement form on Unifrog

Once an employer accepts your application, log onto Unifrog and complete the Student initial form on the Placements tool.

You can find the Placements tool under the ‘Recording’ section of tools.



What if you don’t get offered a place?

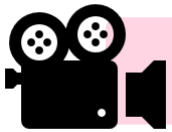
Don’t panic! Keep applying, and try out new employers. If an employer isn’t replying to you, try giving them a polite phone call.

If you need help, please ask your teachers.

The most popular placements get taken up first, so don’t hang around! Get started ASAP.

How do you fill in the Placement form?

1. On the Placements tool, click '**Add new placement**' to access the 'Student initial form'
2. Confirm that you've agreed your placement with your employer, and fill in the details
   a. Your Placement start and end dates **must** be 5-9 July (or the weekend either side)
   b. Your Placement coordinator is Miss Granger
3. If any part of your placement is in-person, select '**Yes, it's all part or in-person**'
4. Complete the rest of the form and double-check every detail!



This video will show you how to complete your form

Step 3: get the placement confirmed

- The employer will automatically get an email asking them to complete an online form.
- Your parent/caregiver will also receive an email for them to agree to your placement.
- The emails will be from Unifrog who use the email address: noreply@unifrog.org.

Top tip:

If your employer or parent/caregiver hasn't got the email, get them to check their junk/spam folder.

If they're still having trouble, they should get in touch with Miss Granger who will be able to help.

Step 4: get the placement approved

- Miss Granger will look over your placement and make sure everything is good to go.
- Once they've approved your placement, Unifrog will send a confirmation email to you, your employer, your parent/caregiver, and Miss Granger.

Top tip:

You can prepare for your work experience using Unifrog's Know-how library.

Type 'professional' in the search bar to find helpful guides. Start with 'Professionalism: how to be work-ready'.

These will help you feel confident for your first day!

Here’s what you need to do after this session:

Log into Unifrog and type ‘work experience’ in the search bar to learn more about what to expect, and to get useful tips on applying.

Favourite guides you find so you can come back to them later.

Start looking for placements. Walk into your local town centre and explore the places available as well as online searches.

Remember to talk to teachers, friends, and family for contacts too.

Get in touch with employers you want to work for. You can contact more than one at the same time.

You **must** have your placement booked and paperwork completed by the end of **Easter Break**.

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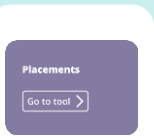
Key information

Work experience will be on these dates: **5-9 July 2027**

You must have sorted your placement by **Sunday 11th April 2027.**



You must agree your placement with the employer using the Placements tool on Unifrog.

It’s your responsibility to find a placement. We can support you, but we can’t do it for you.

Just like applying for a real job, students will be competing with other students for a limited number of placement opportunities.

By starting early and being proactive, they'll give themselves the best chance of securing a placement that matches their interests and career goals.

Help me!

I can’t find a placement

Get in touch with Miss Granger

but please try to find one yourself first!

I can’t log my placement on Unifrog

Ask your tutor or Miss Granger for help.

I’m nervous!

That’s totally normal! Talk to your friends and form tutor,

and remember to use Unifrog to help you prepare.

Question?

Unifrog has a guide for it

Click the link below to access the placement guides. They cover how to find a placement, how to make it go well, and loads more!

www.unifrog.org/placement/guides



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Sign in at:
unifrog.org/sign-in